

# ACCT202

**STUDENT WARNING:** This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

## Course Summary

**Course :** ACCT202 **Title :** Introduction to Payroll

**Length of Course :** 8

**Prerequisites :** ACCT100 **Credit Hours :** 3

## Description

**Course Description:** This course provides a foundation in payroll accounting, administration, and management. Learn to complete payroll calculations for earnings, taxes, and withholdings; maintain personnel records; and analyze payroll transactions. This course is intended for accounting students and professionals with a need to understand payroll basics. Prerequisite: ACCT100

### Course Scope:

The course is designed for students in accounting or business administration who want a greater understanding of the mechanics behind a simple paycheck. The course provides an introduction to the world of payroll calculations, regulations, and taxes and an in-depth view of several key areas including unemployment compensation, social security taxes, income tax withholding, and payroll journal entries.

## Objectives

After successfully completing this course, you will be able to:

- CO1. List various laws and practices that affect payroll operations and personnel records.
- CO2. Compute regular and overtime pay.
- CO3. Compare and contrast the payroll taxes for both employers and employees.
- CO4. Demonstrate the process of journalizing and posting payroll entries and end-of-period adjustments.
- CO5. Prepare end-of-quarter and end-of-year payroll reports.

## Outline

### Week 1: Lesson 1: The Need for Payroll

Learning Objectives

LO1. Examine the need for payroll record keeping and the various laws that affect payroll operations.

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## **Week 2: Lesson 2: Computing Salaries and Wages**

Learning Objectives

LO2. Calculate regular and overtime pay.

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## **Week 3: Lesson 3: Social Security Taxes**

Learning Objectives

LO3. Apply current tax rates and wage base for FICA/SECA calculations.

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## **Week 4: Lesson 4: Income Tax Withholding Part I**

Learning Objectives

LO4. Compute the amount of federal income tax to be withheld using the percentage method, wage-bracket method, and alternative methods.

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## **Week 5: Lesson 5: Income Tax Withholding Part II**

Learning Objectives

LO5. Explain and complete Form W-2.

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## **Week 6: Lesson 6: Unemployment Compensation**

Learning Objectives

LO6. Compute the federal unemployment tax and credits against the tax.

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## **Week 7: Lesson 7: Analyzing and Journalizing Payroll**

Learning Objectives

LO7. Journalize the entries to record payroll and payroll taxes.

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## **Week 8: Lesson 8: Payroll Project**

Learning Objectives

LO8. Demonstrate the payroll process in a practical payroll situation.

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# **Evaluation**

## **Method of Assessment**

### **A. Tests & Project**

There will be two (2) tests in the course, a midterm and a final given in modules four and eight respectively. The tests in this class will consist of multiple choice questions and/or short answer problems. Tests will be three hours long and focus on the material covered in the course. Tests may be administered using the Examity test proctoring service. Please verify in the course announcements and/or the Lessons tab if the course will use test proctoring. It is the student's responsibility to notify the instructor and the test proctoring service regarding any schedule changes or non-disability related accommodations. The course will have a comprehensive project that will measure student understanding of the course objectives along with research and writing skills. Please refer to the APA Manual 6th edition for the format of the project.

**B. Assignments:**

Course assignments will be given using multimedia software (e.g. MyLabsPlus, Connect, etc.). These assignments will be a series of quizzes consisting of exercises, problems, and simulations. Assignments will have a specific due date with specific instructions. Late assignments will be subject to the university's Late Work/Make-up Policy detailed in the student handbook. Please be advised the instructor reserves the right to implement their own late assignment policy.

**C. Homework:**

Throughout the term, homework will be given in several modules to test student understanding of the material. Homework will be given using multimedia software (e.g. MyLabsPlus, Connect, etc.) and consist of questions, problems, or simulations. Please be advised the instructor reserves the right to implement their own late assignment policy.

**D. Discussion Forums:**

Participation in the discussion forums is an essential component of the final grade. All students are expected to engage in lively discussions and answer instructor follow-up questions. The quality of participations along with student netiquette will be a part of the grade.

**Assessment of the Course Objectives**

Course Objective(s)	Assessment Method(s)
1 - 5	Test question, paper, assignment, discussion, and homework

The following distribution will be used in assigning grades (decimal points will be rounded to the nearest whole number at semester's end).

Grade	Quality Points/Grading Percent
<b>A</b>	4.0/ 100 – 94
<b>A-</b>	3.67/ 93 – 90
<b>B+</b>	3.33/ 89 – 87
<b>B</b>	3.0/ 86 – 84

<b>B-</b>	2.67/ 83 –80
<b>C+</b>	2.33/ 79 – 77
<b>C</b>	2.0/ 76 – 73
<b>C-</b>	1.67/ 72 – 70
<b>D+</b>	1.33/ 69 – 67
<b>D</b>	1.0/ 66 – 64
<b>D-</b>	0.67/ 63 – 60
<b>F</b>	0.0/ 59 – 0

**Grading:**

<b>Name</b>	<b>Grade %</b>
<b>Forums</b>	<b>10.00 %</b>
Week One Forum	1.25 %
Week Two Forum	1.25 %
Week Three Forum	1.25 %
Week Four Forum	1.25 %
Week Five Forum	1.25 %
Week Six Forum	1.25 %
Week Seven Forum	1.25 %
Week Eight Forum	1.25 %
<b>Homework</b>	<b>20.00 %</b>
Week One Homework	3.33 %
Week Two Homework	3.33 %
Week Three Homework	3.33 %
Week Five Homework	3.33 %
Week Six Homework	3.33 %
Week Seven Homework	3.33 %
<b>Quizzes</b>	<b>30.00 %</b>
Connect Quiz One	5.00 %
Connect Quiz Two	5.00 %
Connect Quiz Three	5.00 %
Connect Quiz Five	5.00 %
Connect Quiz Six	5.00 %
Connect Quiz Seven	5.00 %
<b>Tests</b>	<b>30.00 %</b>
Final	15.00 %
Midterm	15.00 %
<b>Week Eight - Payroll Project</b>	<b>10.00 %</b>

## Materials

**Book Title:** You must validate your cart to get access to your VitalSource e-book(s). If needed, instructions are available here - <http://apus.libguides.com/bookstore/undergraduate>

**Author:** N/A

**Publication Info:** N/A

**ISBN:** N/A

**Book Title:** Payroll Accounting 2018 4th Edition - The VitalSource e-book is provided via the APUS Bookstore; Connect access provided inside the classroom.

**Author:** Jeanette Landin

**Publication Info:** McGraw-Hill

**ISBN:** 9781259742514

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## Websites and Videos

In addition to the required course texts, the following public domain websites are useful. Please abide by the university's academic honesty policy when using Internet sources as well. Note website addresses are subject to change.

- [Textbook Student Companion Site](#)
  - [CNOW Login](#)
  - [CNOW Resources page](#)
  - [CNOW Training Videos](#)
  - American Psychological Association (APA) <http://www.apastyle.org/>
  - Purdue Online Writing Lab <http://owl.english.purdue.edu/owl/resource/560/01/>
  - Turnitin <http://www.turnitin.com>
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## Course Guidelines

### Citation and Reference Style

- Students will follow APA format as the sole citation and reference style used in written assignments submitted as part of coursework to the School of Business.
- Please note that no formal citation style is required on forum assignments in the School of Business—only attribution of sources (please see details regarding forum communication below).

### Tutoring

- [Tutor.com](#) offers online homework help and learning resources by connecting students to certified tutors for one-on-one help. AMU and APU students are eligible for 10 free hours of tutoring provided by APUS. Tutors are available 24/7 unless otherwise noted. Tutor.com also has a SkillCenter Resource Library offering educational resources, worksheets, videos, websites and career help. Accessing these resources does not count against tutoring hours and is also available 24/7. Please visit the APUS Library and search for 'Tutor' to create an account.

## Late Assignments

- Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. The due date for each assignment is listed under each assignment.
- Generally speaking, if arrangements are not made in advance, a late penalty of 10% will be assessed for any assignment submitted 1-7 days past the due date. Assignments will not be accepted after the 7th day. No work will be accepted past the final day of class, unless prior arraignments have been made with the instructor. Please be advised the instructor reserves the right to implement their specific late assignment policy.
- As a working adult, your time is limited and often out of your control. Faculty may be more flexible if they know ahead of time of any potential late assignments.

## Turn It In

- Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze an assignment submission and report a similarity score. Your assignment submission is automatically processed through the assignments area of the course when you submit your work.

## Academic Dishonesty

- Academic Dishonesty incorporates more than plagiarism, which is using the work of others without citation. Academic dishonesty includes any use of content purchased or retrieved from web services such as CourseHero.com or Scribd. Additionally, allowing your work to be placed on such web services is academic dishonesty, as it is enabling the dishonesty of others. The copy and pasting of content from any web page, without citation as a direct quote, is academic dishonesty. When in doubt, do not copy/paste, and always cite.

## Submission Guidelines

- Some assignments may have very specific requirements for formatting (such as font, margins, etc) and submission file type (such as .docx, .pdf, etc). See the assignment instructions for details. In general, standard file types such as those associated with Microsoft Office are preferred, unless otherwise specified.
- It is the student's responsibility to ensure the all submitted work can be accessed and opened by the instructor.

## Disclaimer Statement

- Course content may vary from the outline to meet the needs of a particular group or class.

## Communicating on the Forum

- Forums are the heart of the interaction in this course. The more engaged and lively the exchanges, the more interesting and fun the course will be. Only substantive comments will receive credit. Although there is a final posting day/time after which the instructor will grade and provide feedback, it is not sufficient to wait until the last day to contribute your comments/questions on the forum. The purpose of the forums is to actively participate in an on-going discussion about the assigned content.
- "Substantive" means comments that contribute something new and important to the discussion. Thus a message that simply says "I agree" is not substantive. A substantive comment contributes a new idea or perspective, a good follow-up question to a point made, offers a response to a question, provides an example or illustration of a key point, points out an inconsistency in an argument, etc.
- As a class, if we run into conflicting view points, we must respect each individual's own opinion. Hateful and hurtful comments towards other individuals, students, groups, peoples, and/or societies will not be tolerated.
- Students must post a response to the weekly forums prompt and post the required number of replies to other students – refer to the grading rubric and/or forum instructions for specific expectations on number of replies and word count requirements.

- The main response to the forum need to be provided mid-week – refer to the grading rubric and/or forum instructions for specific expectations. Late main response posts to a forum will not be accepted without prior instructor approval.
- Replies must be posted in the week due and replies after the end of the each week will not be graded.

## Quizzes and Exams

- Quizzes and exams may consist of true/false, multiple choice, and short essay questions. Each quiz/exam is accessible only once. Once a quiz/exam is accessed, you will not be able to access it again if you disconnect. Therefore, allocate time to complete your quiz. Weekly quizzes must be submitted by midnight Eastern Time, Day 7 of the assigned week. Late quizzes or exams will not be accepted without prior instructor approval.

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## University Policies

### [Student Handbook](#)

- [Drop/Withdrawal policy](#)
- [Extension Requests](#)
- [Academic Probation](#)
- [Appeals](#)
- [Disability Accommodations](#)

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